

STANDARD FORM NO. 64

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TO : Chief, Finance Division

DATE: 31 January 1955

FROM : Chief, Accounts Branch

SUBJECT: Visit of Col. Herman O. Lane

1. The Accounts Branch was visited on 21 and 24 January 1955 by Col. Herman O. Lane. This visit was conducted as part of the Agency wide investigations now being carried on by the Clark Committee. Col. Lane was introduced to the employees of the Accounts Branch and was given an opportunity to question all employees.

2. I discussed the principle functions of the Accounts Branch and the operating techniques followed in processing financial transactions applicable to both Headquarters and Field operations. The branches relationship with the other branches of the Finance Division and Liaison responsibilities with the Logistic office, Budget and Fiscal offices, DD/P, TAS and Budget Division was emphasized. The operating and accounting controls administered by the branch were covered as they pertained to appropriated funds, advances of all types, other assets and liabilities, and the manner of posting the general and subsidiary ledgers. As Acting Chief, [redacted] Branch I thoroughly covered the [redacted] Col. Lane's principle interest appeared to be primarily centered around financial controls and accounting techniques. He expressed definite satisfaction in this regard and was outwardly complimentary to the effectiveness of our controls, endeavors and operations.

3. I am of the opinion that Col. Lane was very well satisfied with his findings and the results of his visit.

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